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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 26 August 1959

25 YEAR RE-REVIEW

25X1
SUBJECT: Weekly Activity Report No. 32
12 August - 25 August 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

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1. Some very favorable comments are being received from different training officers in response to our release to them of custodial copies of a machine record showing internal training through 1958. In addition to words of thanks, several good suggestions have come from T/O's as to further refinements in this service to them. [] informed me of his statements to DD/S that this is the most significant use of machine records in the Agency; Dave also expressed amazement that the project was ever accomplished.

I'm sure we're on the right track now. Indicative of how our long-time investment in man-hours preparation will pay off, I'd like to mention a recent, urgent request we received from PP Staff for assistance in locating some Contingency Force potentials who had taken Air Ops training and who were currently on board. Four years ago, an approximate list could have been obtained by OTR personnel manually searching 20,000 / cards (This would have taken one employee at least four weeks). Two years ago, we had progressed to a stage where all trainees could be listed by us from our historical file of rosters, but such a list would include only name, dates of training, and Office of assignment at time of training - many of the trainees would no longer be on duty. Now, we were able to make informal inquiry of machine personnel and with no further effort on our part, a complete list of on duty Air Ops trainees was provided the requester one day later in a way that was of immediate benefit to them - name, grade, career service, Office of assignment as of 30 June, EOD date, occupational code, i.e., case officer, analyst, training instructor, etc. Furthermore, I am sure the mechanical record will prove more accurate than manual searching used to be. It may take us three to five years more to reach our goal of a complete Agency training record, but these dramatic incidents help spur us on to attainment.

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25X1 2. I have just received an inquiry from the Department of Justice training officer whether we can accommodate an employee in need of [] Reading instruction at the Intermediate level, and available during duty hours. The employee has other language competencies but her limited knowledge of [] penalizes them in litigation cases involving [] FDD may have the capability later.

25X1 3. After several false starts and long periods when dormant, the old Office of Communications requirement for training in sophisticated cable-splicing is close to being met. Inquiry by Snyder of the Fort Holabird Intelligence Training Center was at first warmly received, but after a "working" meeting in March 1959 on specifics, met with deep silence.

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25X1 Acting under advice from DDTR, the [] [] was approached and proved to be ready to assist with technical (instruction guides) advice, procurement of materials needed, and to furnish names of qualified instructors (retired telephone foremen). The Registrar Staff was advised on 17 August that the key [] official has been security cleared - a 90-day achievement - so that the Office of Communications officers will now proceed to develop their own training project supported by their own funds. This puts us right about where we were several years ago when we dealt with [] on this matter.

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25X1 4. [] is transferring to the Africa Division in the near future. His replacement, [], is already on duty.

25X1 Bob has been one of our most effective contacts over the years. His support has been invaluable!

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25X1 25X1 [] is initiating a letter to [] Chief, [] from the Office of Training, to express our appreciation for Bob's fine support.

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25X1 5. The initial deposit (\$25 for each) for Borel, [] and [] to attend Evelyn Woods Dynamic Reading Concept has been sent. The individuals will be advised when and where the Fall Class will be held. Time and place are still indefinite.

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25X1 6. [] SR, and [], WE, have recently returned from the Middlebury summer language school. They will send in training reports on the program in the near future. [] felt that the school was "overrated", but will give us a full written report.

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7. [] has received confirmation from the supervisor of each of five girls planning to attend our second Orientation for Training Assistants, 27 August. The girls are:

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8. [] report on directed training has meant re-search on the part of Mary, Marty and Ricky in the amount of three and one-half days. Roy's list of part-time, directed students, all languages, all classes, FY '59 has had to be checked against proficiency test scores. Only the scores of those tests taken within or after the course dates were noted. The achievement was also marked. Full-time, external, required a listing of names, parent offices, and proficiencies.

Again, Roy's deadline is Wednesday, the 26th, at which time the paper will go forward to [] for inclusion of facts on activities in language training of other Government establishments.

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9. The Catalog, Fall '59, is taking shape in that course listings and general information are being prepared in final copy for the printer. C/Info's target-date for Printing and Services is 28 August. Meantime there remain multiple administrative details to be checked out, primarily an approval of the DTR to convert to a 6" by 9" publication, linotyped, with use of varied types for emphasis - and generally, the product's taking on an academic styling. [] is ready with several cover layouts. Clearances for a field issue, classifications, etc., are all in process. In the very near future, Marcella and I will be ready for meeting with DTR and discussing the proposed less costly innovations.

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10. [] requested information on prep schools or junior colleges that may be used to enroll some twenty-five [] in the spring '60 semester. Mary [] loaned him our copy of Private Schools which contains a listing of "schools at which a large number of foreign students are enrolled".

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11. [] FE Division, has asked the Information Branch to act as intermediary in arranging for an enrollment at Harvard University's East Asian Institute to study [] Earlier Mary had forwarded to [] the names of five persons who reputedly are well qualified to teach the language. After pursuing many internal sources, Mary finally obtained the five names from Mr. Maurrer of the Library of Congress.

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12. I have been assisting a LAS employee in applying for a position with the University of Pittsburgh Graduate School of Public and International Affairs.

13. Based on an alert by [] that outside speakers were to be used in Intro to Overseas Effectiveness, [] and I agreed to recommend action to DTR no later than Monday evening 31 August if enrollments are low.

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14. Ricky Ames has finally returned with considerable vigor in spite of losing much weight in the several operations he had to undergo. His prolonged absence leaves us somewhat behind in accomplishing goals we established internally for our summer effort. Fortunately, our new summer employee, [] turned out to be very conscientious and accurate, and a tremendous asset.

15. During the period 12 August - 25 August 1959, there were 269 persons enrolled in OTR conducted training:

111 enrolled in 19 classes (11 languages) voluntary

93 enrolled in 19 classes (7 languages) internal

57 enrolled in 5 Intelligence School courses

8 enrolled in 1 Operations School course

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